

Partners in Housing Transition is looking for an organized, personable, thoughtful individual to serve as the Assistant to the Director. This is a part-time, 12 hour per week position. Skills required include the ability to work independently, to lift 50 lbs., and demonstrated ability to securely pack furniture and house hold furnishings in a truck. The Assistant will need outstanding interpersonal skills with diverse populations, a desire to help people, and will need to engage with and supervise volunteers, and two man crews who are working community service hours.

The Assistant should be on time and an excellent time manager; and able to work flexible hours. Job responsibilities include: manage and organize the furniture storage room; route and implement pickups of donated and purchased items and deliveries of household furniture and furnishings; able to assemble and repair furniture; willing to provide operational leadership for the organization when the Executive Director is scheduled away.

Applicants should provide a resume and the names and phone numbers for two references, and include the nature of their relationship to the candidate (i.e. pastor, former boss, teacher). The deadline for applications is May 15. They should be sent to Bob Small, St. Luke's Episcopal Church, 247 W. Lovell St., Kalamazoo, MI 49007.

Candidates invited for an interview will need to present a valid driver's license, and should be willing to undergo a background check, including driving record. They need to possess a working cell phone. All applicants will receive a response to their application.